

Technical Branch  
Museum and Zoo Group  
Zoo Series

**ZOO COLLECTION SUPERVISOR**

04/95

*Summary*

Under general supervision, oversee care, feeding and handling of Zoo animal collection and supervise and participate in associated exhibit maintenance.

*Typical Duties*

Oversees animal care operations. Involves: directing others in the feeding and watering of zoo animals; monitoring animals for illness, injury or unusual behavior and taking appropriate action; inquiring about observations made by zookeepers to address animal care problems; participating in behavioral conditioning programs; performing animal handling activities to capture, restrain or transport animals or to assist veterinary staff in administering treatments; preparing animals for transport to and from other zoos; maintaining detailed records of animal behavior, physical condition, reproduction, genealogy or similar information.

Supervise assigned personnel. Involves: scheduling, assigning, instructing, guiding, checking and evaluating work; arranging for or engaging in employee training and development; enforcing personnel rules and regulations, standards of conduct, work attendance, and safe work practices; ensuring adherence to applicable regulatory and professional animal management standards; counseling, motivating and maintaining harmonious working relationships among subordinates; recommending staffing and employee status changes; interviewing applicants and recommending selection.

Assure proper maintenance of animal displays and habitats. Involves: inspecting animal enclosures, grounds and service areas for cleanliness and structural defects; coordinating repairs or enhancements with maintenance and grounds keeping personnel by completing work order requests; participating in planning animal displays and habitats.

Perform administrative and related duties as required. Involves: preparing schedules, staff routines, budget data and reports; requisitioning animal food and supplies; conferring with collection management staff to discuss animal management plans, recommend improvements in animal care, or related issues; substituting, if assigned, for immediate supervisory during temporary absences by performing specified duties and responsibilities essential to maintain continuity of operations and similarly performing any duties of subordinates or coworkers, if required; assuming leadership role in emergency response situations; providing information about the Zoo and its facilities to the public.

*Minimum Qualifications*

Training and Experience: Graduation from high school or equivalent and six years experience in the care of various classes of zoo animals, including two years supervisory experience; or an equivalent combination of training and experience.

Considerable knowledge of: supervisory and administrative practices and procedures; exotic animal care, feeding and handling methods and techniques; professional animal management standards; exotic animal behavior and husbandry techniques; zoo safety rules and regulations; physiology of and diseases common to exotic animals; exotic animal nutrition and environmental requirements. Good knowledge of: maintenance and care of animal enclosures and related zoo equipment.

Ability to: train and supervise assigned personnel; detect unusual animal behavior and take appropriate action; maintain detailed records of animal behavior, physical condition, reproduction, genealogy or similar information; establish and maintain effective relationships with fellow employees and the general public; assure maintenance to animal enclosures; comply with and enforce safe working practices and procedures.

Skill in the care, handling, restraint, and transport of zoo animals.

Special Requirements: Subject to call back, and work flexible hours, weekends, and holidays, and mandatory overtime, as required.

Licenses and Certificates: Valid U.S. Driver's License.

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Director of Personnel

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Department Head